

1. *SPS Data Protection Policy*

- 1.1 This policy explains when and why SPS collects personal information about its members, how it uses it and how it is kept secure and your rights in relation to it.
- 1.2 SPS will collect, use and store your personal data as described in this Data Protection Policy and as described when data is collected from you.
- 1.3 SPS reserves the right to amend this Data Protection Policy from time to time without prior notice. You are advised to check the club website at www.staffordphotographicsociety.org regularly for any amendments. Amendments will never be made retrospectively.
- 1.4 SPS will always comply fully with the General Data Protection Regulations (GDPR) when dealing with your personal data. Further details of the GDPR can be found [here](#). For the purposes of the GDPR SPS will be the “controller” of all personal data held on you.
- 1.5 SPS will not hold any data termed as “Special Category Data” (previously known as “sensitive data”) under the terms of the Regulations.

2. *Protection of personal data*

- 2.1 SPS will not transfer your personal data to any third party without your consent.
- 2.2 SPS has implemented generally accepted standards of technology and operational security in order to protect your personal data from loss, misuse, or unauthorised alteration or destruction. Members will be notified promptly in the event of any breach of your personal data which might expose you to serious risk.
- 2.3 Members should note that any information transmitted to SPS over the internet can never be guaranteed to be 100% secure.
- 2.4 Where email is used by the committee they will always use the “bcc” field so that member contact details are never distributed to other members.
- 2.5 Where membership data is controlled by members of the committee they will not use or share this data with any other committee roles, with other organisations, that they are involved with.

3. *Retention of information*

- 3.1 SPS will retain your personal data on its systems for as long as you are a member of the club and for as long afterwards as is necessary to comply with our legal obligations.
- 3.2 Your data will be reviewed annually to establish whether SPS is still entitled to process it. If it is established that such entitlement no longer exists, your data will no longer be processed except that your personal data will be retained in an archive form in order to be able to comply with any future legal obligations.

4. Information held and why it is held

<i>Type of Information</i>	<i>Purpose</i>	<i>Legal basis for Controlling</i>
Members name, address, telephone number (including mobile) and email address.	Managing the member's membership of the club.	<p>Managing the Club's contact with the member for the purpose of SPS's legitimate interests in operating the club.</p> <p>Data held in paper form (kept in locked cupboard at Deans Accountants) and in digital form (Deans servers which are cloud based servers with military grade security).</p>
Members name, email address(es).	<p>Creating and Managing the Club's membership directory.</p> <p>Forwarding on any marketing or other emails from outside sources that are screened by the secretary as potentially of interest to members.</p>	<p>Consent. SPS will seek member's consent on their membership application form and on every subsequent membership renewal form.</p> <p>Members may withdraw their consent at any time by contacting the Data Protection Officer by email or letter to indicate that they no longer wish their details to appear on the membership directory.</p> <p>Data held in excel file. The file will be password protected from now on and is held by the President, Secretary and Treasurer.</p>
Photos and videos of members.	Putting on the Club's website and social media pages and using in press releases.	<p>Consent. SPS will seek member's consent on their membership application form and on every subsequent membership renewal form.</p> <p>Members may withdraw their consent at any time by contacting the Data Protection Officer by email or letter.</p> <p>Data held on SPS website and on social media platforms. SPS website hosted on servers of MochaHost..</p>

<i>Type of Information</i>	<i>Purpose</i>	<i>Legal basis for Controlling</i>
Photographic works by members in print or digital format	For use in external competitions – either as club entries or as individual entries where the club make the submission on the members’ behalf.	<p>Consent. SPS will seek member’s consent on their membership application form and on every subsequent membership renewal form.</p> <p>Members may withdraw their consent at any time by contacting the Data Protection Officer by email or letter.</p> <p>Prints generally held by members and only passed to coordinator when requested.</p> <p>Digital images maintained by competition coordinator on home computer. No personal data stored with picture other than member name.</p>

5. Your rights

5.1 You have rights under the terms of the GDPR:

5.1.1 To access your personal data.

5.1.2 To be provided with information about how your data is processed.

5.1.3 To have your personal data corrected.

5.1.4 To have your personal data erased in certain circumstances.

5.1.5 To object or restrict how your personal data is processed.

5.1.6 To have your personal data transferred to yourself or to another business or organisation in certain circumstances.

5.2 You have the right to take any complaints about how your data is processed to the Information Commissioner:

<https://ico.org.uk/concerns/>

0303 123 1113

Information Commissioners Office

Wycliffe House

Water Lane Wilmslow

Cheshire

SK9 5AF

5.3 For more details, address any questions, comments and requests regarding SPS’s data processing practices to the Data Protection Officer.